

## Disability Action Center

These are minutes for the meeting of the Board of Directors, taking place September 29, 2022 at 10:00 a.m. virtually through Zoom and in person.

### ATTENDEES:

Mark Leeper  
Tom Newhof  
Karl Johanson  
Sharlisa Davis  
Jean Coil  
Barbara Merchant  
Stanley Dau  
Mike Smith

Staff:  
Vicki Leeper  
Steve Corr

### UNEXCUSED ABSENT:

**EXCUSED ABSENCE:** Katherine Haggard, Tom Trail

**PUBLIC:** Wyatt and Aliea

### CALL TO ORDER:

Meeting called to order at 10:06 a.m. by Jean Coil.

- Roll Call.
- Announcements –

### APPROVAL OF AGENDA:

Agenda was introduced.

- Karl made the motion to approve agenda.
- Tom Newhoff seconded the motion
- Motion passed by unanimous vote

**APPROVAL OF MINUTES 6/23/22:** The dollar amount has been added for the Health Care Grant of \$250,526.

- Karl made the motion to approve minutes with correction.
- Barbara seconded the motion
- Motion passed by unanimous vote

## ACTION ITEMS

**FUNDING:** We have carry-over on some of our previous grants.

**Federal Part C ID (Award 2202IDILCL-00):** \$467,818. This is up slightly. This is to continue operation as a Center for Independent Living in Idaho.

**Federal Part C WA (Award L2207WAILCL-00):** \$297,534. This is up slightly. This is to continue operation as a Center for Independent Living in Washington.

**Federal Part B (Award 2301ILDILSG):** These funds are given to the states to disperse. \$16,936 including \$1,882 cash match. This is to continue operation as a Center for Independent Living in Idaho.

**NW ADA Funding:** \$65,500. This funding allows us to contract out the operation of the NW ADA Center – Idaho. This grant cycle now ends in August. We did not get our previous grant fully spent out as the change caught us by surprise.

- Karl made the motion to accept all the continuing funding listed above.
- Barbara seconded the motion
- Motion passed by unanimous vote

May need to list source of grants and dates and how the funding is spent. Check with our auditors on how to phrase the motions.

## NEW BUSINESS

**DAC Salary Scales:** Mark showed the policy for wages (as attached). There has been a lot of change is what's acceptable for a starting wage. We are increasing our income through Veterans Directed Care Services and Benefits Planning Services. Mark went through and updated our scale from starting salary to top of the scale, including what the expectation for Executive Director would be. The ED (\$75,000 to \$110,00 range) and the Outreach Specialist (\$12 - \$30 an hour range) is under the governance of the Board. Our Finance Director (\$60,000 to \$95,000 range) is stellar in taking care of our accounting, etc. Our PAS Director (\$40,000 to \$80,000 range) has brought in new sources of income, including the Veterans Directed Care. Admin Assistant (\$12 to \$25 and hour range) has been stellar and want to switch that position to salary. Karl reviewed these increases; the money is there on an ongoing basis to support it. It's within our budget.

- Barbara made the motion to accept the new salary scale.
- Karl seconded the motion
- Motion passed by unanimous vote
  
- Karl made the motion to accept the increase for Board directed positions: ED to be \$98,966.40 and \$27 an hour for Outreach Specialist.
- Jean seconded the motion
- Motion passed by unanimous vote

**NCIL Update from Jean:** Wyatt said he learned a lot at the conference, but some of the speakers were inexperienced. There was no march to the capitol either. Putting together a

complicated conference during a pandemic. It was nice to be in person, networking, and working on changing regulations. Being stuck in Salt Lake City with a chair late at night. No accessible transportation. Jean said she was shocked at the inaccessibility. Primary advocacy was in home personal care assistants, social security review, and Kelly Buckland is working on accessible air travel.

**APRIL Conference Registration:** Conference is virtual this year. Schedule of workshops was sent out. Deadline to register is tomorrow.

**Title 6 Policy – Civil Rights:** This is an FTA (Federal Transit Administration) requirement to have a Title 6 Policy Statement and Plan in place. A plan for non-discrimination, a grievance procedure and complaint form in effect and help with limited English. This has to be on the website. We got a sample to work off from COAST including details, complaint form. October 19<sup>th</sup> is our plan review. Mark helped explain how COAST works.

- Karl made the motion to adopt the Title 6 Policy Statement without adding categories.
- Jean seconded the motion
- Motion passed by unanimous vote

## OLD BUSINESS

**4 Day Work Week:** We have been looking into this as a way to increase pay by reducing hours. It's complicated. Mark would like to schedule a time to meet with a few board members to look at this. Karl & Jean volunteered to work on it.

## ADMINISTRATION

**Financial Report:** As attached. This has all been reviewed by our Treasurer Karl. There is some loss to our investment due to the market fluctuations. Otherwise, we are looking healthy. Karl explained even with the loss we are way ahead from if we had left the funds in the low interest accounts. A meeting with financial committee with Chris Hallett was to restructuring the investments from 70/30 to 60/40. Karl could look into what the structure currently is. Tom Newhoff recommends talking to Chris about taking some of the poor responding bonds and transferring it to CD's whose rates have increased. A financial meeting will be scheduled with Chris.

Changes in Spokane: There is no requirement that the INDEX program be spun off to be independent from DAC. We will retain the advisory board for INDEX, but they are a separate center but under the direction of DACNW. There isn't an option to "spin-off" but to actually close it and allow other entities to bid for the grant.

Mark went over the summary of projected budgets for DAC and INDEX. He explained how he comes up with some of the indirect costs. Still have some ARAP funding to spend on in home assistants. (As attached)

- Stanley made the motion to adopt the summary of the 2022-23 projected budget for DAC and INDEX.
- Karl seconded the motion
- Motion passed by unanimous vote

**Administration Report:** Federal Audit Update: we will not have the full audit. We will begin advertising for the new Healthcare Access positions, one for Idaho and one for Washington. transition plan. Made a job offer to Aeries Franklin for a position open at INDEx. In order to help him move up here we are using funds from the United Health Grant to cover some expenses. Cares Act Funding is ending at the end of the month.

**Outreach Report:** As attached. Social Media stats are all up from 3 months ago and growing. We have found a webmaster to get the new PAS website and DAC website update. WSU students are also building a new site for INDEx. We also presented BluePath at the Alaskan IL Conference.

**Staff Board Reports: Highlights, Hurdles & Successes** – As presented. DAC hosted the Statewide Independent Living Conference in Lewiston, went well. This was funded almost entirely by Part B funding and was part of the SPIL. More rural outreach is being done in Post Falls and for INDEx. The ROI is showing this works, but we worry about staff burnout so are trying to find a balance. The Access Idaho Adventures came up and we met up with them in CDA as well. Good feedback from the communities they visited.

**PAS Report:** Customer count is up, billable hours down from May 2022, but up from a year ago. Steve thinks getting more customers is possible with the \$13 an hour, even though that is still low. States need to make this in home care a priority. The Veteran Directed Care program is at a stall because of a deadline with the referrer. Steve didn't know about this lull when he thought in 6 months, we would be at 30 consumers. But it should be increased by May. It's a better program than the Medicaid program.

**Constructive Thoughts and Public Comments:** U of I Black Lives Matter speakers for fall. NAMI Idaho conference, Women's Center History presentation. Tom Newhoff was interested in connected with conferences for the blind in the future.

## **MEETING AJOURNED**

Jean adjourned the meeting at 1:17 pm.

**Next meeting will be December 22, 2022. Holiday party info still to come.**